CONVERT.doc Commercial Price List
Effective 7/1/02

Document Conversion – Paper to Electronic Format

Scanning	**Monochrome , 200/300/400 dpi**	
	Sizes up to 11" x 14"	$.10/image
	Sizes 11" x 14" to 11" x 17"	$.15/image
	Color, up to 600 dpi	
	Sizes up to 11" x 14"	$.15/image
	Sizes 11" x 14" to 11" x 17"	$.18/image
Document Prep	Includes the removal of staples, bindings, rubber bands, mending tears,etc. Insertion of separator sheets for classification breakdown, or specific indexing, etc.	$27.50/hr
Indexing	Key field data entry from scanned images, listing, client provided database, etc.	$27.50/hr
Quality Control	Image inspection post scan for quality, clarity, etc. inspection level based on client requirements from typical sampling of approximately 10% to 100%.	$27.50/hr
OCR	Conversion of image to full text search. Recognition engine to be determined by CONVERT.doc. Recognition accuracy rates determined by engine used and quality of client provided documents. Sample set will be the basis for recognition rates.	$27.50/hr
Technical Fees	Each project requires application definition and set-up within the capture software. Typically requires 5-10 hours of technical fee time.	$75.00/hr
Project Mgmt	Each conversion project requires some level of project management. Large volume or complex projects will be billed on a monthly basis. This fee to be quoted at time of final project pricing.	Quoted

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*All above pricing based on conversions taking place within the CONVERT.doc facility. In the event the client requires an on-site conversion, travel, lodging and other project related expenses will be added as well as a project management fee.

Consulting Services

Consulting	Consulting services related to filing system methodology, document management implementation, conversion projects, evaluation of existing implementations, document flow within current business processes.	**$1000/day**
	Any expenses will be billed in addition to the daily rate. Consulting can be quoted on a total project fee basis.	

Record Storage Facility – Services

Scan on Demand*	Scan and convert paper to digital images upon client request. Fee includes a single indexing field (to be identified by the client and must be obtainable from the file contents) to be linked to the image that will be placed on CD. Fee includes all document preparation, scanning, quality control of scanned images, putting the file back together and into storage box for placement onto shelf, and images copied to CD for delivery to client.	**$.15/image**
Scan to Budget*	Incorporates the same features as Scan on Demand but allows the client to predetermine a monthly budget amount for scanning. This program is a method to utilize existing operating budget to start a conversion effort.	**$.15/image**
Web hosting	Web-based imaging software application that allows the client to have access to scanned documents without the investment in software and resources. Accessible via a web browser. One time application set up fees to be charged. Image hosting fee does not include image scanning.	**$.15/image**
Record Storage	Client records enter the CONVERT.doc facility. The fee includes entering box information into the tracking database and assigning a box location to the shelf. Cover page and barcode sheet is printed for future scanning. One year storage fee is included. Record storage box is included.	**$12/box**

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* Price listed does not include file pull fees from the record storage facility.

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Record Storage Facility – Services

Record Storage (cont)   Storage fee per box is $.25 per month after the first year.

Transportation costs to get records to the CONVERT.doc facility are the responsibility of the client. CONVERT.doc can arrange for discounted shipping rates with UPS.

Box Removal   This fee will be charged should the client wish to permanently remove a box of records from the CONVERT.doc facility. Transportation costs will be the responsibility of the client.   **$4/box**

File Pulls   Upon client request, CONVERT.doc will pull a file or files In storage for the client at the fee listed. File(s) will be delivered to the client in the manner they request - this will include overnight delivery of the originals, faxing, scanning and sent via email. Any delivery charges will be billed to the client. If file is scanned the normal scanning fee will apply.   **$7.50/file**

Destruction   Document shredding. Certificates of destruction and listing of files/boxes destroyed will be provided to each client.   **$7.00/cu.ft.**

Blowbacks   Client may request printed documents from scanned Images.   **$.06/ea**

Other

CONVERT.doc is an authorized Fujitsu reseller and can provide scanners to meet client needs.

Viewing solution software is available for clients that engage in conversion activity but do not have a viewing solution or document management solution in place.

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